



2012 FILING SCHEDULE Local Party Committees

PRIMARY ELECTION: JUNE 12, 2012		GENERAL ELECTION: NOVEMBER 6, 2012
TYPE OF REPORT	FILING DEADLINE (BY 11:59 P.M.)	REPORT PERIOD
July Semi-Annual	July 16, 2012	January 1, 2012– June 30, 2012
*11-Day Pre-General	October 26, 2012	July 1, 2012 – October 23, 2012
January Semi-Annual	January 15, 2013	October 24, 2012 – December 31, 2012

***Please note that the pre-election reports are due 11 days before an election.**

24-HOUR REPORTS

24-HOUR REPORT PERIOD (13 DAYS BEFORE THE ELECTION)	WHAT TO REPORT	WHEN TO FILE THE REPORT
Primary: May 30 – June 11, 2012	Any single expenditure of \$1000 or more.	Within 24 hours, including weekends & holidays, of making the expenditure, incurring the obligation, or placing the order and can be filed via the electronic filing website.
General: October 24 – November 5, 2012	Orders placed with or obligations made to vendors for goods or services are considered expenditures at the time the obligations are made. Expenditures listed in 24-Hour Reports must be included in the next regular campaign finance report.	

IMPORTANT INFORMATION

Exemption from Filing. A party committee receiving and spending less than \$1,500 in a calendar year is exempt from the requirement of filing reports. Party committees are not required to begin filing reports in a calendar year until they have reached the \$1,500 threshold. The first report filed in any calendar year must include all contributions received and expenditures made between January 1 of that year and the end date of the reporting period.

Filing Reports. Municipal, district, and county party committees must file campaign finance reports by 11:59 p.m. on the due date. If filing electronically, party committee treasurers must enter the required information and click “File Report” by 11:59 p.m. on the filing deadline. A properly signed report may be faxed to the Commission office by 11:59 p.m. on the deadline, provided that the Commission receives the original report within five calendar days. A report mailed to the Commission by certified or registered mail and postmarked at least 2 days before the filing deadline will not be considered late, even if it is received after the deadline.

Commission staff will be available until 5:00 p.m. on filing deadlines to assist party committees. Failure to seek out timely assistance from staff regarding the filing of reports will not be considered a mitigating circumstance if the report is filed late.